COMMERCIAL RENT ROLL COLUMN DEFINITIONS

Column (A) **LLINE** – line/row number field.

Column (E) **Unit** – the numerical/alpha-numerical identifier of the rental space.

Column (F) **Floor** – the vertical location of the unit. Select an option from the drop-down box.

Column (G) **Occupancy Status** – either occupied or vacant. Select an option from the drop-down box.

Column (H) **Months Occ**. – the number of months occupied by tenant, one to twelve total months during the RPIE reporting period. Select an option from the drop-down box.

Column (I) **Months Vac.** – only if occupancy status is "Vacant", one to twelve total months during the RPIE reporting period. Select an option from the drop-down box.

Column (J) **Tenant** – the primary entity name/corporate name of the tenant as stated on the lease.

Column (K) **EIN/SSN**- Enter the Social Security number (SSN) of the renter or the Employer Identification Number (EIN) of the business. The EIN is a nine-digit number, also known as a federal tax identification number, that is used to identify a business entity.

Column (L) **Net Rentable** – the floor space in square feet of the rental unit as defined in the lease.

Column (M) **Primary Business Activity** – The main business activity the rental space is used for. Select an option from the drop-down box.

Column (N) **Other Use** – if "Other" or "Miscellaneous Other Service" is chosen for Primary Business Activity provide a description of the activity or service, in 100 or fewer characters.

Column (O) **Gross Rent** – the sum of the base rent, plus percentage rent (if any), plus real estate tax escalations, i.e., the total rent paid/accrued during the RPIE reporting period.

Column (P) **Lease Start** – the beginning date (MM/YY) of the most recent lease term.

Column (Q) **Lease Term** – the total contractual period in years of the current lease from the lease start date to the termination date. Must be a number between 1 and 100.

Column (R) **Base Rent** – the minimum rent as specified in the terms of the lease.

Column (S) **Next Escalation Date** – the date (MM/YY) of the next scheduled rent increase in the current lease term.

Column (T) **Rent After Escalation** - the base rent plus real estate tax escalation paid/accrued during the reporting period.

Column (U) **Percentage Rent** – rent accrued or paid based on a percentage of gross sales as specified in the terms of the lease.

Column (V) **Free Rent** – the specified rent not charged to the tenant for a specific timeperiod as an incentive for signing the lease.

Column (W) **Tenant Improvements** – the cost in dollars of upgrades made to the rental space, during the RPIE reporting period.

Column (X) **Leasing Commissions** – the cost in dollars of the leasing fee incurred during the RPIE reporting period.

Column (Y) **Real Estate Tax Base Year** – usually the year in which the lease is signed. For commercial leases the tenant is usually responsible for paying any property tax increase above the base year property tax figure. Select an option from the drop-down box.

Column (Z) **Tenant Tax Share** – the proportionate percentage of the real estate tax increase over the base year tax, allocated to the tenant.

Column (AA) **RE Tax Esc**. – dollar amount of the property tax increase above the base year tax paid/accrued by the tenant during the reporting period.

Column (AB) **RE Tax Pd by Tenant** – the sum of real estate taxes paid by the tenant during the RPIE reporting period, i.e., the base year tax plus any real estate tax escalations.

Column (AC) **Tenant CAM Share %** - the proportionate percentage of the Common Area Maintenance allocated to the tenant.

Column (AD) **CAM Pd by Tenant** – the dollar amount of the Common Area

RESIDENTIAL RENT ROLL COLUMN DEFINITIONS

Column (A) **LLINE** – line/row number field.

Column (E) **Unit** – the numerical/alpha-numerical identifier of the rental space.

Column (F) **Floor** – the vertical location of the unit. Select an option from the drop-down box.

Column (G) **Occupancy Status** – either occupied or vacant. Select an option from the drop-down box.

Column (H) **Months Vac.** – only if occupancy status is "Vacant", one to twelve total months during the RPIE reporting period. Select an option from the drop-down box.

Column (I) **Tenant** – the primary entity name/corporate name of the tenant as stated on the lease.

Column (J) **Rent Reg. Status** – the unit is either rent controlled or it is not. Select an option from the drop-down box.

Column (K) **Net Rentable Area** – the floor space in square feet of the rental unit.

Column (L) **Number of Rooms** – the total number of occupancy rooms in the unit, not including closet space. Select an option from the drop-down box.

Column (M) **Number of Bedrooms** - the total number of occupancy rooms in the unit intended to be used for sleeping.

Column (N) **Number of Full Bath** – the number of bathrooms for both bathing and water closet (toilet) facilities.

Column (O) **Number of Half Bath** – the number of bathrooms without bathing facilities.

Column (P) **Apt Style** – Simplex, Duplex, or Triplex. Select an option from the drop-down box.

Column (Q) **Lease Start** – the beginning date (MM/YY) of the most recent lease term.

Column (R) **Lease End** – the ending date (MM/YY) of the most recent lease term.

Column (S) **Monthly Rent** – the dollar amount of rent paid/accrued during the most recent four weeks period, as specified in the lease.

Column (T) **Free Rent** – the specified rent not charged to the tenant for a specific time period as an incentive for signing the lease.

Column (U) **Util Paid** – the type of electricity, gas, and/or water paid by the tenant during the reporting period.